



COMMUNITY SERVICES COMMISSION

Barbara Cardillo, Chair
Leslie Alexander
Christine Currie
Anita Wolf
Adam Hadar

Susan Gomez, Vice Chair
Toni Blackstock
Nancy Marcus
Stanford Stickney

TOWN OF LOS GATOS COMMUNITY SERVICES COMMISSION

**DECEMBER 4, 2008
5:00 P.M.**

**Neighborhood Center
208 East Main Street
Los Gatos, California**

PARTICIPATION IN THE PUBLIC PROCESS

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item NOT on the agenda, you may do so during the "Verbal Communications" period. The time allocated to speakers may change to better facilitate the Community Services Commission meeting.

The purpose of the Community Services Commission meeting is to conduct the business of the community in an effective and efficient manner. This is done by following meeting guidelines set forth in State law and in the Town Code. Conduct which is considered disruptive during Community Services Commission meetings include, but is not limited to:

- Addressing the Community Services Commission without first being recognized;
- Interrupting speakers, Community Services Commission members, and Town staff;
- Continuing to speak after the allotted time has expired;
- Failing to relinquish the podium when directed to do so; and
- Repetitiously addressing the same subject.

For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Community Services Commission meetings and treat everyone with respect and dignity.

Writings related to an item on Community Services meeting agenda distributed to members of the Commission within 72 hours of the meeting are available for public review at the front desk of the Los Gatos Public Library, located at 110 E. Main Street and are also published on the on the official Town of Los Gatos website. Copies of desk items distributed to members of the Commission at the meeting are available for review in the Neighborhood Center at front desk.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department at (408) 354-6888. Notification 48 Hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to the meeting. [28 CFR 35, 102-35.104]

**COMMUNITY SERVICES COMMISSION
DECEMBER 4, 2008 AGENDA, PAGE 2**

1. ROLL CALL/INTRODUCTIONS

2. MINUTES

- 2.1 Approval of November 6, 2008 Minutes (Attachment 1)

3. COMMUNICATIONS

(Three minute time limit per speaker for subjects not on agenda.)

- 3.1 Verbal

- 3.2 Written

4. COMMITTEE REPORTS

- 4.1 Steering Committee (Cardillo) – No Report

- 4.2 Evaluation Committee (Gomez)

- a. Review and Approve Memo Regarding Grant Process (Attachment 2)

5. COMMUNITY SERVICES CONNECTION

- 5.1 Report from Commissioner Alexander (Support Network for Battered Women)

6. LIAISON REPORTS: Informational Reports

- 6.1 General Plan Committee (Cardillo)

- 6.2 County Housing and Community Development; Citizens Advisory Committee: (Gomez) – No Report

- 6.3 Town Youth Commission (Hadar)

- 6.4 Drug Free Community (Blackstock)

- 6.5 West Valley Green Leaf (Currie)

- 6.6 Senior Services Consortium/COA (Marcus)

7. STAFF REPORTS

- 7.1 Sustainability Committee - Status Report

8. ADJOURNMENT

Adjourn to February 5, 2009.

ATTACHMENTS:

1. November 6, 2008 Minutes
2. Memo Regarding Grant Process

ATTENDANCE: Please contact the Commission Chair or the Community Services Department at (408) 354-6888 if you are unable to attend. The current Town Attendance Resolution states that any commissioner who is absent from four regular meetings held in a twelve month period, shall surrender his or her office on the Commission.



MEMORANDUM

COMMUNITY SERVICES DEPARTMENT

To: Community Services Commission

From: Regina Falkner, Community Services Director

Subject: Community Grant process

Date: November 25, 2008

The Community Grant program provides grants to non-profit agencies through General Fund, Community Development Block Grant (CDBG), and other funding sources. Human services and CDBG capital project applications are reviewed by the Community Services Commission for recommendation to the Town Council; the Arts Commission reviews arts, cultural, and educational service agency applications.

This memo will provide an overview of the review process for the 2008/2009 Community Services Commission review of human services and CDBG capital project applications. A detailed timeline is also attached to this memo.

Application Period/Staff Review

Applications for Community Grants are accepted from nonprofit organizations between January 5th and January 28th. All applications received are reviewed for completion by CSD staff.

CSC Evaluation Committee Review

At the regular February 5th CSC Meeting, staff provides the Evaluation Committee with copies of the grant applications and summary sheets.

On February 9th, the Evaluation Committee meets to review summary sheets and applications. Applicants are invited to the meeting. During the week of February 20th, the Evaluation Committee meets again to develop allocation recommendations.

CSC Recommendation

On March 12, 2009 the CSC holds a public meeting to consider the Evaluation Committee's allocation proposal. Applicants who attend the meeting may make short statements regarding their application and Commission members may ask questions of them. The Commission considers the Evaluation Committee funding recommendation for forwarding to the Town Council at that meeting.

The Town Council holds a public meeting on April 6th to which applicants are invited. The Evaluation Committee chair attends the meeting to support the recommendation to Council. Community Grant applicants that attend the Council meeting may make short statements regarding their application, and Council members may ask questions of them. The Council refers the grants to the budget process. The final approval of the budget takes place at the June 1st Council meeting.

FY 2009/10 CSC Grant Process Timeline

Date	Task
December 29, 2008	Public notice in Los Gatos Weekly: availability of funds
January 5, 2009	Applications available with schedule highlighting February 19 presentation opportunity.
January 28	Applications due by 4:30 p.m.
February 5	Applications and summary documents given to Community Services Commission Evaluation Committee at regular February Community Services Commission meeting (or available for pick up).
February 6 – February 19	Evaluation Committee reviews applications, summary documents, and CSC Connections Summaries.
February 19	Evaluation Committee meets to consider allocation recommendations. Applicants are invited to meeting for brief presentation and question/answer period. Presentations limited to 5 minutes.
February 20 – February 27	Evaluation Committee meets and reviews application packets plus presentation materials; prepares recommendation.
March 5	Public Hearing Notice for March Community Services Commission meeting in Los Gatos Weekly
March 6	Community Services Commission meeting packet, including Evaluation Committee recommendation to CSC, mailed to Commissioners and applicants.
March 12	Community Services Commission meets and considers Evaluation Committee allocation recommendations and adopts recommendation to Council.
April 6	Town Council meeting: adoption of resolution allocating FY 2009/10 CDBG funds; Community Grant allocations referred to budget process. Commissioners attend to present recommendation to Council.
May 4	Town Council meeting: Public Hearing to consider FY 2009/10 Preliminary Operating Budget
June 1	Town Council meeting: adoption of FY 2009/10 Operating Budget